



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

SCHOOL COMMITTEE MEETING
Wednesday, May 7, 2014
Town Hall- 7:00 p.m.

Minutes

School Committee

Gregory Berthiaume
Michael Mackin
Colleen Shapiro
Brendan Grady-absent
Todd Blake

Superintendent

Loxi Jo Calmes

Recording Secretary

Liz Petersen

Student Representative

Sophia Holman

Guests

Patty McCarthy-Guillette
Jessica Beardmore
John Londa
Dave Matthews

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- * Call to Order – Dr. Berthiaume called the meeting to order at 7:02 p.m.
- * Chair's Report –Dr. Berthiaume recognized national Teachers Day and National School Nurses Day. He relayed that the committee appreciates all the teachers and nurses do in order to keep students healthy, happy, safe and excelling academically even though staff has been reduced. This is the last school committee meeting before town election. Thanks to Todd Blake for 2 years of service to the committee, certificate of appreciation was presented to him. Dr. Berthiaume thanked Dave Matthews for his dedication and tenure on the select board for 6 years and the Finance Committee before that.
- * Review and Approve Minutes
- March 19, 2014 Regular Session Minutes
 - March 19, 2014 Executive Session Minutes
 - April 2, 2014 Regular Session Minutes
 - April 2, 2014 Executive Session Minutes
- All the minutes were approved by Dr. Berthiaume and the committee.
- * Review and Approve Warrants – Warrants were on the table for signatures. Superintendent recommended approval of all line item transfers as follows:
1. Special Services Dept. transfer of \$6543.83 from Special Education Salary that needs to be used to make up a deficit in contracted related services such as physical therapy, Easter Seals services for the hearing impaired, etc. This amount increased by \$10,000 this year.
 2. Mr. Londa would like to transfer \$663.85 from water consumption to maintenance of building Contract to total \$75,638.29 in order to repair the THMS handicap lift.
 3. Mr. Londa is requesting \$1400 from emergency expenditures to vehicle maintenance to total \$7400. This is needed for fuel costs for 3rd and 4th quarter for school vehicles.
- Superintendent Calmes relayed that personnel spending froze in October, and in January there was an expenditure freeze due to legal fees. Originally budgeted \$12,000 for legal fees, now at \$30,000. The Special Services Home/Hospital Tutoring has increased as well in order to provide services for students whose social emotional needs have increased and require hospitalization and subsequent home tutoring.

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Originally budgeted \$5,500, spending 413,552 now. These costs have not been seen in the past in this area but the schools are committed to providing these specialized needs to our students and they are being planned for within the budget.

* Superintendent's Report

- Superintendent Calmes expressed her appreciation to teachers involved in the daily instruction of our students and the support of both their academic and social/emotional needs. In addition to the community expressing thanks to our teachers through notes of appreciation, a donation to a particular school or district is a wonderful way for parents to support children with classroom supplies as well as field trip support. Advocacy at the state level from residents is another way to show support as a greater percentage each year is being provided by the schools in regards to funding.
- Early Childhood Program – Under the direction of Patty McCarthy Guillette, the Lunenburg School Linked Services and Coordinated Family and Community Engagement Program has been operating for the past 16 years. Created under the Mass. Dept. of Education, it is now under Early Education and Care. This is an important program where all families have access to early supports that are essential for student success in school. This Friday, the district BCBA will be speaking with families as to how to support young children's social/emotional needs and challenging behaviors. In the last couple of weeks, "Brain Building" programs and activities have been offered to parents and children where each child has been able to bring home a kit including materials to work with their children on science, technology, and mathematics. This program services approximately 200 families with children from 0-8 years of age. Ms. McCarthy-Guillette thanked Ms. Calmes and the School Committee for welcoming this program in to the schools for the last 16 years. Superintendent Calmes expressed her thanks to Patty and to Sue Marabello for helping to run this program, and relayed that the intent for the future is to locate the program at the Primary school.
- A.L.I.C.E. Community Presentation: April 30th was a small but engaged group of parents that attended. Additional information can be found on the website and Cable Access cut a piece of the presentation that will be posted on the website also. Feedback from parents suggests that they are pleased to move in this direction, and although we do want to think of these scenarios actually happening, preparation and planning is critical for saving lives. Mr. Londa will be adding suggestions to the capital plan relative to security upgrades for the upcoming years. Our recommendation is to proceed with training faculty and staff in fall. Lunenburg Police Officers and administration are being trained as well. One teacher from each building has also participated.
- Student Exchange Program: Every year Kim Massak coordinates the exchange program of students from Japan to Lunenburg. They are in need of homes for Friday, June 27th through Sunday, June 29th in order to provide a place for these students to stay. Information is on website. Please contact Kim for additional information.
- PTO Spring Fling: Have made arrangements with Kevin Berry and NY Life Insurance to provide Free Child ID Kits and Fingerprinting during the PTO Spring Fling on June 8th from 1-7pm on the LHS Football field. This program is helpful to parents if their child is missing, and we encourage all families to attend. Superintendent Calmes will inquire to see if a DNA sample is provided.

* Student Representative's Report : Sophia Holman relayed that last week was Awareness Week at LHS. Monday was denim for rape awareness, Tuesday was blue for Autism, Wednesday was yellow for soldiers, Thursday was purple for the Chris Heron project, and Friday was red for heart disease. LHS had a student rally for Best Buddies and the special education students involved in the Special Olympics. Wednesday had a great time at the Special Olympics despite the weather. Hunger Task force this week had penny wars to collect donations to buy products in other countries to help with survival. Student Government baked cookies for Teacher Appreciation Week and gave to all staff with tomato plants as a gift. On Friday, May 8th the LHS POPS Concert will take place under the direction of Mr. William Harris. Tickets are available through the Music Dept. for reserved seats, and bleacher seats are available at the door.

* School Building Committee Report – Mr. Mackin reported the SBC has been active the last few weeks. April meeting discussed the fields, the configuration and staging. These development meetings included staff that will be managing these areas. On April 29th had a security meeting with Chief Marino and Chief Sullivan of the police and fire departments to discuss building security access and design. Also had a presentation on the proposed landscaping plan. Meeting with the Parks and Recreation Dept. and Mr. Masciarelli to discuss coordinating scheduling and access of the fields. Mass Ave. field will be done in two

phases, $\frac{3}{4}$ of field for starters to avoid additional costs of taking poles down. Today's meeting was focused on the auditorium which will accommodate 600 seats with 7 accessible spots for wheelchairs. Capability of doing projection to an onstage screen, as well as an audio and lighting system. Would like ability to do live broadcasting, which appears to be possibility. Recently asked by the MSBA to do a presentation of the revised design, which was presented to the Facilities Assessment Committee on April 30th. Some procedural things to work out with them, and will meet again on June 4th. Notified today that we have a commissioning agent who helps through the process of building completion and opening.

* Public Comment: none noted.

* New Business

a. Contract Negotiations: Dr. Berthiaume invited Dave Matthews to sit with the School Committee as it is part of a statute that when negotiating contracts the Town is allowed to have a voting member with the School Committee. Mr. Matthews was appointed by the select board for this task.

1. Lunenburg Education Association MOA: Dr. Berthiaume expressed his pleasure at how pleasant and relaxed this negotiation had been. Dr. Berthiaume & Ms. Shapiro with the Superintendent had negotiated with members of the LEA including Tim Normandin, Mary Foyle, Tim Sheasgreen, Lisa Stone, Eric Short, and Carolyn Finch. Negotiated within 2 sessions with the terms of the agreement being a 2% increase every year for the three year contract from July 1, 2014 to June 30, 2017. No changes to columns and steps were taken. Project that they will be able to manage under the 2 ½% suggested increase by the Town Manager for sustainability. Highlights of contract are minor changes to the family sick leave policy providing slightly more leave time, and changing the way the district determines performance of teachers. MOA passed to committee members to be signed. Mr. Matthews negotiating team for working together so smoothly. Mr. Mackin thanked Ms. Calmes and Dr. Berthiaume for a thoughtful, thorough process. Dr. Berthiaume noted that there had been no cost of living allowance in the last three years for teachers.

Roll Call

Mr. Matthews-yes

Mr. Blake-yes

Ms. Shapiro-yes

Dr. Berthiaume-yes

Mr. Mackin- yes

Vote: Unanimous. Committee signed two copies.

2. Paraprofessional MOA: Mr. Blake thanked Mrs. Wiita and Mrs. Butler for putting forth the effort to complete this agreeably. Thanked Superintendent Calmes and Ms. Sandra Curley as well The biggest change was in salary schedules. Due to recent vote for union representation, former tutors and aides are now one large group as Paraprofessionals. Years 2 and 3 in the new contract reflect a 2% increase, and Year 1 is a reflection of the change of schedule. A ½ holiday at Thanksgiving were negotiated, and longevity payments were changed from a lump sum to an hourly rate. This is now consistent with how other groups in the district handle longevity. No questions from the committee were asked.

Roll Call

Mr. Matthews-yes

Mr. Blake –yes

Ms. Shapiro-yes

Dr. Berthiaume-yes

Mr. Mackin- yes

Vote: Unanimous. Committee signed two copies

3. Cafeteria MOA: Superintendent Calmes negotiated with the café managers directly. Ms. Pichnarcik, Ms. Haley, and Ms. Lorenzen were a positive, forthright group. Salary schedule proposed and agreed to was 2% every year for three years. Did make changes in regards to leave. Individuals already working in the system to be placed upon the salary schedule that recognizes their performance based on evaluations and part time job status.

Roll Call

Mr. Matthews-yes

Mr. Blake –yes

Ms. Shapiro-yes

Dr. Berthiaume-yes

Mr. Mackin- yes

Vote: Unanimous. Committee signed two copies. Mr. Mackin noted the professionalism we have in our Staff, and how some folks in the community have expressed negative view points regarding staff.

These negotiations relay a positive view of a smooth working relationship.

4. Non Affiliated Employee Benefits: Dr. Berthiaume explained that these are staff that are not represented by a union. Superintendent recommended an increase of 2% every year FY15-FY17. recommended also to remove the position of greenhouse manager and the benefits associated with that as this has been eliminated due to a self funded program. We have a greenhouse assistant that works closely with Dawn Gearin who provides an extraordinary program. Plant sales will begin shortly that supports this funding. No questions from committee were relayed. Mr. Mackin made a motion to approve. Ms. Shapiro seconded it. Vote: Unanimous

- c. FY15 School Choice: Dr. Berthiaume discussed an email he had received from a parent in another community asking to please open choice slots in the younger grades. Dr. Berthiaume responded by saying that Lunenburg has been and remains a place that people do want to send their children to in order to attend our schools. We have not opened many slots in the past few years due to class sizes being so large. If there is not the capacity we need to be careful about opening these slots and potentially not educating our students adequately. Superintendent Calmes recommended to continue to participate in School Choice as the DESE asks us every year if we will participate, and if we choose not to, Lunenburg students would still be able to choice out to other districts, but students would not be able to be admitted in to our schools from other communities. Recommendation is to replace the number of school choice and Shirley students that are graduating this year, which is a total of 10. There are limited slots at limited grade levels: Grade 4, recommend a maximum of 5, 8th grade: 3 students, 9th grade: 2 students. Class sizes right now range from 22-26 at Primary, 23-27 at THMS, and 10-30 at LHS depending on type of class. Will open 11th and 12th graders whose family may move during the year in order to stay and graduate at LHS. Kindergarten students of current choice students will also be accepted. Mr. Mackin moved to accept Superintendent Calmes recommendation. Ms. Shapiro seconded. Discussion to clarify number of seats and the possibility of opening more. Dr. Berthiaume recommended not doing this unless they had to, but it would mean 6 more slots(\$5,000 per pupil) Dr. Berthiaume relayed he was hesitant about accepting recommendation if they do not have a plan to close the budget gap. He proposed accepting this with the expectation that next week a plan will be presented to indicate how they will close this gap in funding. Vote: Unanimous

- d. Donations:

a. Mr. Londa thanked Cub Scout Pack 1728 for helping with community service project on April 25th of mulching, cleaning, and planting at THMS

b. Mr. Londa thanked Barbara Reynolds and students from Monty Tech for providing repairs and replacements of electrical, masonry, and carpentry at TCP, THMS and Primary. Would like to propose working with Monty Tech students next year to replace 200 light fixtures at the Primary School through funding from a Green Community Grant, as well as carpentry work on the front reception desk at THMS for ADA compliance.

Mr. Mackin moved to send notes of appreciation to Pack 1728 and to Monty Tech for all of their help.

c. Box Tops for Education: Superintendent Calmes thanked Cheryl Salvatore for all of the collecting and trimming of these in order to receive a donation of \$645.76 for the Primary.

d. Superintendent Calmes thanked the Town of Lunenburg Arts Lottery Council for donating \$932.00 for 3rd grade students to attend the Plimoth Plantation Field Trip.

e. Appreciation was given to the Association of Professional Administrators at FSU and Mr. Rick McCluskey for providing the funding necessary to transport our special education athletes to the Special Olympics. This donation was in the amount of \$349.00.

f. Thanks go to the Music Aiders who have fundraised and made arrangements to purchase new performance attire for the chorus at LHS.

* Old Business:

- a. Initial Approval for Quebec Trip: Ms. Beardmore, Foreign Language Teacher at LHS discussed the details of her 4th trip going to Quebec with students. This proposed trip will take place Feb. 6th-9th and

will be 4 days in length. Opportunity to experience sledding, snow sculptures, ice hotel, bakery, etc. as well as communicate with French Canadian residents in order to practice their language skills and be introduced to their culture. Trip is a total of \$693.00 and includes breakfast and dinners. Coordinated with another school in order to reduce costs for students. Superintendent recommended initial approval and noted that there is a wonderful video of French students performing that won them a grant. Mr Mackin moved, Mr. Blake seconded. Vote: Unanimous

- b. Approval of Europe Trip: This trip will be June 30th-July 8th. Final cost was \$2,881.00. All tips to tour director will be \$67.00 for students. \$59.00 covers the cost per student for a shuttle to Logan Airport. 8 students are attending trip, with 3 adult chaperones for a total of 11. Have joined with 2 other schools to keep costs down. Have 1 graduated senior that will be going, but they are fully aware of all school rules and have signed paperwork with their parents. If rules are not followed it would mean being sent home with all expenses incurred by the parent. Mr. Mackin moved to approve, Ms. Shapiro seconded. Vote: Unanimous.
- c. FY 15 Budget: Superintendent Calmes provided a hard copy which will be posted as well on the district website. 4% increase in budget, 2% on personnel side, and 9% on non-personnel. Reducing personnel by \$308,000 mainly through attrition of retirements, and reduction of \$248,000 non-personnel for a total of \$557,000.68. Gap to close is \$27,000. Town Manager was able to help with funding previously for total of \$61,000. Have not considered school choice at this point to close gap as increasing class size would be final resort. Additions to budget are 1.5 teachers for ELL students and 3 paraprofessionals to support students with disabilities. Total increase is \$224,000. Surrounding an additional maintenance person, it is critical to maintaining our schools facilities.

Non-personnel total increase is \$459,000. \$416,000 of this is related to tuitions, this does not include anticipated revenue of \$50,000 from solar credits. Predicting level funding with limited resources. The cost of a students educational program has to exceed \$41,480 before the school can begin to see the 70-75% reimbursement from the state. The per pupil expenditure went up \$14,230 this year. Dr. Berthiaume asked Mr. Londa what approximate square footage all of the school buildings are total and how many maintenance people he recommends in each. Mr. Londa responded that there was 250,000 square feet, and he would recommend 4 maintenance people per building.

- * Public Comment – Mr. Mackin noted upcoming events from the Boys & Girls Club. There will be a Town wide Yard Sale on Saturday, May 17th. If interested you have the choice of your location being put on a map of yard sales in Lunenburg that day, or renting space in the Teen Center parking lot that day. “Are we There Yet?” 5K run/walk will be held on Sunday, May 18th near Whalom.

- * Reports

- a. Finance Committee – Dr. Berthiaume reported that there had been no meeting.
- b. School Councils – Mr. Mackin relayed that LHS had met but he could not attend, Mr. Blake reported that he had attended THMS school council meeting yesterday and they had finalized their school improvement plan. A.L.I.C.E. program was well received. Discussion as to how to manage Ipad Apps possibly through a stipend position. Ms. Shapiro relayed that Primary met last week, they are finishing the goals in their School Improvement Plan.
- c. PTO – Ms. Shapiro reported that they will meet next Monday.
- d. Policy Sub-Committee: have not met recently.
- e. Capital Planning Committee – They are currently done.
- f. Wellness Advisory Committee – The committee met last week and discussed a suicide prevention program the state is making available. This program is research based and will be provided at no cost. We need prevention and risk assessment to be proactive in order to meet the social/emotional needs of our students to prevent tragedies from occurring. School start time was also addressed and will be discussed in reference to the new school building.
- g. PAC/SAL – Ms. Shapiro attended the meeting on Friday, April 11th. They need to have nominations & elections but currently they only have two committee members in attendance. Ms. Kelly Harvey will continue on if her position is not filled, but would like more parent participation. Ms. Shapiro recommended for parents to contact Ms. Harvey through information on the website.
- h. Acceptance & Diversity Committee: Dr. Berthiaume reported that there was no meeting last week as there was not a quorum. Meeting tomorrow and working on the final slides for briefing which will take place most likely the second week in June.

- i. Building Re-use Committee – Mr. Mackin reported that they discussed issues around zoning, hoping to have a plan together by fall but may be spring. Downtown area is considered mostly Residential A, so possible zoning changes were discussed.
- j. Other

* Items for Future Discussion: None discussed.

* Executive Session – Dr. Berthiaume stated there was no need for Executive Session. Mr. Blake made a final motion to adjourn regular session. Ms. Shapiro seconded.

* Adjournment – The meeting adjourned at 8:37 p.m. at the conclusion of regular session...

Respectfully Submitted,

Liz Petersen
Recording Secretary